

**COMMUNITY CARE LICENSING DIVISION**

*“Promoting Healthy, Safe, and  
Supportive Community Care”*

**CHILDREN’S RESIDENTIAL PROGRAM**



**EMERGENCY AND  
DISASTER PREPAREDNESS**



**Self-Assessment Guide**

## EMERGENCY AND DISASTER PREPAREDNESS GUIDE

### CHILDREN'S RESIDENTIAL FACILITIES

This emergency and disaster preparedness guide is designed to assist licensees and facility staff to perform periodic self-assessments of a home/facility's ability to respond in the event of an emergency or disaster. This guide summarizes regulations and other conditions which commonly lead to citations. It is not an exhaustive list or a full summary of regulations relating to emergency and disaster preparedness. ***It cannot be used as a substitute for having a good working knowledge of the regulations.*** For that reason, licensees should refer to the regulation sections (noted in parentheses) for complete information on requirements. Items contained in this tool which have an asterisk (\*) are not required by licensing regulation. They are, however, recommended practices that can assist licensees to avoid situations which may lead to violating regulations and being better able to prepare for emergencies/disasters.

It is recommended that this assessment guide be used periodically to review the home/facility's performance in a variety of areas to identify and correct deficiencies and to identify areas of weakness in the home/facility's operation and staff training needs in preparing for emergencies and disasters. It can also be used as a training tool to familiarize staff with basic licensing requirements. Homes/facilities may wish to add items to the form which have historically been problem areas for their operations or to implement program standards that exceed licensing requirements.

Community Care Licensing regulations require children's residential homes/facilities to notify their local licensing office (80061, 86061, 86561, & 89361) of any emergency or disaster that threatens the health and safety of children in their care. To ensure that homes/facilities are able to respond appropriately in the event of an emergency or disaster, licensees are also required to develop and maintain a current emergency plan (LIC 610B & 610C). Home/facility plans must be developed according to regulatory requirements (80023, 86523, & 89323).

Homes/facilities must thoroughly train and inform their staff and children in emergency and disaster preparedness, have established transportation services identified and available, and have knowledge of and work closely with emergency and disaster preparedness agencies. Homes/facilities are encouraged to have several potential relocation sites (preferably "like facilities", such as licensed homes/facilities that care for children with needs similar to those of your children) that can accommodate their children, including those with disabilities and/or special health care needs. It is important to remember that depending on individual children's needs, an emergency shelter or other relocation site may not be able to provide care for all of your children.

Although there are multiple services that are potentially available during an emergency or disaster, it is imperative that each home/facility have the means and capacity to be self-reliant for up to 72 hours immediately following an emergency or disaster

(“sheltering-in-place”). This guide will help you plan and prepare to meet the needs of the children you serve in the event of an emergency or disaster.

As a first step in creating a viable emergency and disaster plan, obtain expert input from local emergency and disaster planning authorities. Contact the local county Office of Emergency Services listed in the phone book under County Government Offices or go to the website <http://www.oes.ca.gov>. In larger cities there may also be an Office of Emergency Services with a full-time Emergency Services Coordinator. The Department of Public Health also has an emergency preparedness website, located at: <http://bepreparedcalifornia.ca.gov/epo/>.

Other entities to contact for assistance with emergency and disaster planning include: the Office of Medical Services Authority (<http://www.emsa.ca.gov>); Department of Homeland Security (<http://www.dhs.gov>); the American Red Cross (<http://www.redcross.org>); and any local emergency and disaster planning organizations. State your need to have local input regarding emergency and disaster planning for your home/facility and obtain the name and phone number of the most appropriate contact person. Additionally, coordinate with the placement agency for additional needs of support to your home/facility in the event of emergencies and disasters.

With the assistance of the local disaster or emergency services contact, determine what events are most likely to occur in your community (a “risk assessment”), what specific actions must be in the plan, and the amount and type of emergency supplies your home/facility should maintain. Community-wide or regional threats that may occur include: earthquakes, floods, fires, hazardous material events, the threat of terrorism, and chemical or biological events.

#### **A. STAFF ASSIGNMENTS AND TRAINING**

<b><u>MET</u></b>	<b><u>NOT MET</u></b>
-------------------	-----------------------

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Each licensee shall furnish to the licensing agency reports as required by the Department including, but not limited to, those specified in the reporting requirements regulations. Upon the occurrence, during the operation of the home/facility, of any of the events specified in the regulations, a report shall be made to the licensing agency within the agency’s next working day during its normal business hours (80061, 86561, 89261, & 89361). |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. AB 304, Chapter 18, Statutes of 2007, requires every Community Care Facility (CCF) to provide a Disaster and Mass Casualty Plan upon request by any fire department, law enforcement agency, or civil defense or other disaster authority in the area or community in which the facility is located. Although Foster Family Homes (FFH) do not typically fall under the purview of the General Licensing Requirements, they must follow the                 |

## **A. STAFF ASSIGNMENTS AND TRAINING**

(Continued)

**MET**      **NOT MET**

Disaster and Mass Casualty Plan of the General Licensing Requirements (80023), yet only for the purposes of the Health and Safety Code (HS) 1507.7 added by this bill.

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Provide staff with their specific responsibilities in writing and ensure their understanding. Keep the emergency and disaster plan current and readily available (80023, 84065(i) (3), 86523, & 89323). |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Maintain current staff First Aid/CPR training (80075(i), 86565, 86575, 89405, & 89475).   |
| <input type="checkbox"/> | <input type="checkbox"/> | *5. Train staff to assist with any special needs including medical, physical, or mental health disabilities of children (80065(f), 80075, 86565, & 89465).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Review your emergency and disaster plan with new hires and with all staff during emergency and disaster drills (80023, 84165(f) (2) (D), 86523, & 89323).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Familiarize staff with the relocation sites to be used in case of evacuation (80023, 86523, & 89323).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Ensure the availability of trained staff for all shifts (80022(d), 80065(a), 86565, & 89465).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Ensure staff knows what to do and who to contact in case of inquiries (80065, 86575, & 89323).  |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Train staff regarding the use and operation of egress control devices (80022 & 80077.3(f) & (g)).  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. The home/facility shall be clean, safe, and in good repair for the safety and well being of children (80087(a), 86587, & 89387(b)).  |
| <input type="checkbox"/> | <input type="checkbox"/> | *12. Have staff conduct regular safety inspection checks in the home/facility buildings and grounds (80087). Safety checklists are available from the local Office of Emergency Services.                  |

## **A. STAFF ASSIGNMENTS AND TRAINING**

(Continued)

<b><u>MET</u></b>	<b><u>NOT MET</u></b>	
-------------------	-----------------------	--

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | *13. Train staff in the use and maintenance of smoke alarms, fire extinguishers, and other safety equipment such as carbon monoxide detectors. Replace batteries every six months. Check all equipment regularly to ensure it is accessible and operable.  |
| <input type="checkbox"/> | <input type="checkbox"/> | *14. Provide staff with applicable disaster training given through such agencies as the American Red Cross and the Office of Emergency Services, local emergency disaster planning organizations, Office of Emergency Medical Services Authority, and Department of Homeland Security. Participate in local disaster preparedness briefings and trainings. |
| <input type="checkbox"/> | <input type="checkbox"/> | *15. Ensure that staff knows where emergency supplies are kept. Your local Office of Emergency Services can provide you with recommended supply lists.   |
| <input type="checkbox"/> | <input type="checkbox"/> | *16. Train staff to know what to do in case of power outages and gas and water leaks.  |
| <input type="checkbox"/> | <input type="checkbox"/> | *17. Have a plan in place for assistance with and administration of medications, storage and preservation of medications, and the operation of assistive medical devices needing electrical power to operate.  |

## **B. EMERGENCY DRILL AND EXITING PLANS**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Conduct and document drills for different types of emergencies and disasters at least every six months (80023(d), 86523, & 89323), unless otherwise required.   |
| <input type="checkbox"/> | <input type="checkbox"/> | * 2. Drills should include how to evacuate non-ambulatory children and those with special health care needs and/or developmental or mental disabilities.   |
| <input type="checkbox"/> | <input type="checkbox"/> | *3. Post and regularly review the emergency and disaster plan and the Facility Floor and Yard Sketch (LIC 999) on all floors, wings, and in separate buildings. The exiting plans should contain the exiting routes and the designated outside meeting area(s) and the locations of all utility shut off controls (80023). |

## **B. EMERGENCY DRILL AND EXITING PLANS**

(Continued)

<b><u>MET</u></b>	<b><u>NOT MET</u></b>	
-------------------	-----------------------	--

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | *4. Have at least two exits from each room. Fire departments consider windows as an additional exit (86587 & 89387).  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Keep all windows, passageways, doors, and sliding glass doors operable, repaired, and clear for passage (80087(a), 80087(c), 86587, & 89387).                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Keep all inside passageways and outside exiting routes clear and well-lit (80087(a), 86587, 89387).  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Contact the appropriate relocation site person(s) as part of your emergency and disaster drill to ensure their readiness (80023, 86523, & 89323).              |
| <input type="checkbox"/> | <input type="checkbox"/> | *8. Ensure all window security bar systems are operable, checked regularly, kept in compliance with fire code, and that staff knows how they function (89387(q)). |
| <input type="checkbox"/> | <input type="checkbox"/> | *9. Place exit signs over doors identified as exiting routes.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Consider using local emergency and disaster drill training services.  |

## **C. TRANSPORTATION PLANNING**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | *1. Always have vehicles fueled, maintained, clean, and supplied for emergencies, including First-Aid kits. Have your vehicles facing out from your home/facility and legal drivers identified.   |
| <input type="checkbox"/> | <input type="checkbox"/> | *2. Keep roads, driveways, and potential exit routes clear and maintained.  |
| <input type="checkbox"/> | <input type="checkbox"/> | *3. Have maps, travel bags, emergency supplies, and your children's Health Passport (medical information for each child including a current list of medications and an order to "Do Not Resuscitate" (DNR), if applicable, packed and/or close to the exiting area. A sample passport can be found at this link:<br><a href="http://ccl.dss.cahwnet.gov/res/pdf/HealthPassport.pdf">http://ccl.dss.cahwnet.gov/res/pdf/HealthPassport.pdf</a> . |

### **C. TRANSPORTATION PLANNING**

(Continued)

**MET**      **NOT MET**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | *4. Regularly review and post local emergency and disaster services transportation routes. Have the means to check on emergency and disaster routes to be used at the time of each emergency or disaster.   |
| <input type="checkbox"/> | <input type="checkbox"/> | *5. Post active television channels, radio stations, and phone numbers providing emergency and disaster transportation-related information.   |
| <input type="checkbox"/> | <input type="checkbox"/> | *6. Make arrangements for transportation assistance, if needed, with local transportation services that can accommodate children with minimal and/or special medical needs. Confirm arrangements with transportation services in a memorandum of understanding or contract. Where possible, include neighbors and volunteers in your plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | *7. Be prepared to be directed by law enforcement or traffic control personnel. Be familiar with local emergency and disaster signs and emergency and disaster personnel clothing.  |
| <input type="checkbox"/> | <input type="checkbox"/> | *8. Have large address numbers on your home/facility and street so that emergency and disaster personnel can more easily locate your home/facility.   |
| <input type="checkbox"/> | <input type="checkbox"/> | *9. Know the location at your home/facility where ambulances, buses, vans, and other vehicles may need to pick up your children.  |

### **D. EMERGENCY AGENCY CONTACTS**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | *1. Regularly review emergency names and telephone numbers on the emergency and disaster plan to ensure the information is current (80023, 86523, & 89323).                            |
| <input type="checkbox"/> | <input type="checkbox"/> | *2. Have staff available that can communicate with each agency and who has knowledge of, and access to, any home/facility and children's information (80065, 86565, 86565.5, & 89465). |

#### **D. EMERGENCY AGENCY CONTACTS**

(Continued)

<b><u>MET</u></b>	<b><u>NOT MET</u></b>	
-------------------	-----------------------	--

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | *3. Make advanced emergency plans and arrangements with home health care agencies, hospice services, placement agencies, and/or authorized representatives (80070(d)). This is especially important for those children with special medical needs. |
| <input type="checkbox"/> | <input type="checkbox"/> | *4. Know the location, primary contact person, and function of each contact/agency listed. Obtain any handouts they provide. This includes any 911 or 911 call-back function.  |
| <input type="checkbox"/> | <input type="checkbox"/> | *5. Utilize any emergency and disaster preparedness guide(s) provided by your local Office of Emergency Services.  |
| <input type="checkbox"/> | <input type="checkbox"/> | *6. Consider developing a neighborhood support emergency and disaster preparedness system.   |
| <input type="checkbox"/> | <input type="checkbox"/> | *7. Be familiar with local emergency and disaster alarm and warning signals.   |
| <input type="checkbox"/> | <input type="checkbox"/> | *8. Give the local emergency services agencies your home/facility profile that includes special needs, number of non-ambulatory children, and capacity.  |
| <input type="checkbox"/> | <input type="checkbox"/> | *9. Develop an emergency/disaster information binder or reference book containing information on local emergency and disaster preparedness agencies and resources.   |

#### **E. EMERGENCY AND DISASTER PREPAREDNESS BINDER**

It is recommended that the following items be placed in a single binder, kept current, and in an accessible, central location so that staff can take it should evacuation and/or relocation be necessary.

<b><u>MET</u></b>	<b><u>NOT MET</u></b>	
-------------------	-----------------------	--

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Current and complete emergency plan (80023, 86523, 89323, LIC 610B & 610C).             |
| <input type="checkbox"/> | <input type="checkbox"/> | *2. Current copies of the posted exiting plan(s) Facility Floor and Yard Sketch (LIC 999). |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Emergency and disaster drill records and procedures (80023, 86523, & 89323).            |



## **E. EMERGENCY AND DISASTER PREPAREDNESS BINDER**

(Continued)

<b><u>MET</u></b>	<b><u>NOT MET</u></b>	
-------------------	-----------------------	--

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | *4. Phone numbers and directions to relocation sites.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Specific responsibilities for each staff and staff recall lists.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. List of emergency and disaster agencies and services that can assist the home/facility, and in what way (80023, 86523, & 89323).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. First-Aid manual and kit location (80075, 86575, & 89475).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Instructions on what to do in each type of emergency or disaster (80023, 86523, & 89323).  |
| <input type="checkbox"/> | <input type="checkbox"/> | *9. Transportation routes and service options.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. List of contacts outside the home/facility for authorized persons, placements and/or medical services, in case of actual emergencies/disasters and evacuation (80023).                    |
| <input type="checkbox"/> | <input type="checkbox"/> | *11. A Register of Facilities Clients/Residents (LIC 9020) noting where the children are located in the facility and their physical, medical, and mental disposition (80071, 86523, & 86570). |
| <input type="checkbox"/> | <input type="checkbox"/> | *12. A Health Passport containing medical information for each child including a current list of medications and an order to "Do Not Resuscitate" (DNR), if applicable.                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Identification and Emergency Information for each child (80070, 86570, 89370, & LIC 601).   |
| <input type="checkbox"/> | <input type="checkbox"/> | *14. Location of emergency/disaster food and water supplies.  |
| <input type="checkbox"/> | <input type="checkbox"/> | *15. Identification and location of bedridden children.   |

## **F. RELOCATION PLANS**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | *1. Have a written relocation agreement so each involved party/staff understands their role when relocation takes place. Give a copy of the agreement to licensing as part of the Plan of Operation (80023(b) & 88033(a)). |
|--------------------------|--------------------------|--|

## **F. RELOCATION PLANS**

(Continued)

<b><u>MET</u></b>	<b><u>NOT MET</u></b>	
-------------------	-----------------------	--

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | *2. Develop alternate sites (at least three) in and out of the immediate area that can accommodate your children's needs. <u>"THINK THREE DEEP."</u> (If possible locate "like facilities" that understand your children's needs and can more easily meet them).           |
| <input type="checkbox"/> | <input type="checkbox"/> | *3. Be prepared to identify any disabilities or special medical needs of your children prior to relocating to an alternative site. Ensure that staff is familiar with and have been trained to meet these needs.   |
| <input type="checkbox"/> | <input type="checkbox"/> | *4. Have designated staff conduct at least one visit per year to the relocation site.  |
| <input type="checkbox"/> | <input type="checkbox"/> | *5. Coordinate relocation plans with your local Office of Emergency Services and/or other designated agencies responsible for arranging relocation sites and shelters so that they understand the relocation agreements and/or plans you have with other homes/facilities. |
| <input type="checkbox"/> | <input type="checkbox"/> | *6. Regularly reassess children's needs to ensure that your designated relocation site(s) can accommodate your children.   |
| <input type="checkbox"/> | <input type="checkbox"/> | *7. Identify backup or alternative telephone numbers for relatives, placement personnel, and/or responsible parties to contact children/staff should an evacuation take place.   |
| <input type="checkbox"/> | <input type="checkbox"/> | *8. Inform your neighbors if you have a reciprocal agreement with other homes/facilities to use your home/facility as a relocation site.   |
| <input type="checkbox"/> | <input type="checkbox"/> | *9. Triage will be a critical function of emergency and disaster shelters during an evacuation which requires relocation. Know what potential health facilities might be available for relocating children, especially to assist those with special medical needs.         |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Become familiar with licensing regulations for emergency waivers to permit homes/facilities to exceed their licensed capacity (80001(w) & 86524).  |

## **G. FACILITY REOCCUPATION**

<b><u>MET</u></b>	<b><u>NOT MET</u></b>
-------------------	-----------------------

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | *1. Designate a primary person(s) to coordinate the return to the home/facility or relocation to a new home/facility (80023).   |
| <input type="checkbox"/> | <input type="checkbox"/> | *2. Coordinate the return to your home/facility with emergency and disaster personnel who are in charge of authorizing this action.   |
| <input type="checkbox"/> | <input type="checkbox"/> | *3. Establish contacts with other licensed homes/facilities for placement of your children until alternative housing or your own is available. Refer to home/facility listings on the CCLD website where applicable, located at this link: ( <a href="http://www.cclld.ca.gov">http://www.cclld.ca.gov</a> ). |
| <input type="checkbox"/> | <input type="checkbox"/> | *4. Monitor local television and radio stations for information regarding the conditions in your area and any authorization for the return to your home/facility.   |
| <input type="checkbox"/> | <input type="checkbox"/> | *5. Ensure you have financial resources in case you cannot return to your home/facility including potential financial arrangements that will have to be made with permanent or extended relocation sites.   |
| <input type="checkbox"/> | <input type="checkbox"/> | *6. Be acquainted with any emergency and disaster funding resources such as small business loans, your insurance coverage, local, State and/or Federal disaster funding.  |
| <input type="checkbox"/> | <input type="checkbox"/> | *7. Designate specific staff that will assist insurance companies, emergency and disaster personnel, and other involved parties when assessing damage, repair needs, and time frames for returning to your home/facility.   |

## **THE ROLE OF COMMUNITY CARE LICENSING *PRIOR* TO EMERGENCIES/DISASTERS**

The local licensing office should perform the following proactive measures to assist homes/facilities in the event of an emergency or disaster:

1. During the application process (Components II and III), discuss and review with the applicant their emergency protocol/plan and provide this guide.
2. Provide this guide at the time of facility visits and/or when appropriate.
3. During a facility visit, review emergency/disaster plans with them and ensure plans are current and updated.
4. The Community Care Licensing Division provides memorandums and helpful tips relating to seasonal changes which may result in emergency and/or disaster situations. Such information should be provided and discussed during a facility contact.
5. The Regional Offices should access the following web sites that provide additional resources:

Office of Emergency Services: <http://www.oes.ca.gov>

Fires: <http://www.fire.ca.gov>; <http://www.wrh.noaa.gov/sto/cafw/>

Department of Public Health: <http://bepreparedcalifornia.ca.gov/epo/>

Office of Medical Services Authority: <http://www.emsa.ca.gov>

Department of Homeland Security: <http://www.dhs.gov>

American Red Cross: <http://www.redcross.org>

California Weather: <http://www.wrh.noaa.gov/>

## **THE ROLE OF COMMUNITY CARE LICENSING DURING EMERGENCIES/DISASTERS**

Upon awareness that a region has experienced an emergency or disaster that may threaten the health and safety of individuals in care and/or facility, the local licensing office will perform the following activities:

1. If possible, attempt to contact the home/facility by telephone or through an on-site visit to assess the situation.
2. If home/facility is evacuated and/or relocated, ensure the licensee has informed each child's authorized representative of the evacuation and relocation.
3. Provide the licensee and the child's authorized representative with technical assistance and information regarding available emergency, social, medical, and placement services during and after the emergency/disaster. If children cannot return to the home/facility, ensure that the licensee notifies each child's authorized representative of the need to arrange for an alternative placement.
4. If children cannot return to the home/facility, provide a list of licensed homes/facilities that may serve as alternate placements to the licensee and the children's authorized representatives.
5. Conduct follow-up, as necessary, to ensure appropriate placement and related services for children impacted by the emergency/disaster are provided.
6. Assist, if necessary, in expediting the licensing of another appropriate residential site or need for temporary increase of capacity.